

# Construction Services Statement of Work, v5

*EWWW Carpet Cleaning Services BASE Plus Four Option Years, East & West Wings, DC0037ZZ & DC0017ZZ*



**General Services Administration**

National Capital Region  
Public Buildings Service  
[www.gsa.gov](http://www.gsa.gov)

## **Statement of Work for Construction Services**

### **PROJECT IDENTIFICATION**

Project Title: EWWW Carpet Cleaning Services BASE Plus Four Option Years

Building: East Wing & West Wing

Building ID #: DC0037ZZ & DC0017ZZ

Building Location: 1600 Penn. Ave. NW Washington, DC 20500

Project Control Number: 10000001

GSA Work Items:

RWA #:

ePM Number: 62308

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## **1. PROJECT INFORMATION**

### **1.1.**

### **PROJECT BACKGROUND**

To ensure the continuation of the carpet cleaning program in the East & West Wings of the White House in Washington DC of which the GSA White House Service Center is responsible for maintaining. The carpet cleaning program is designed to ensure the cleanliness and longevity of the carpet in these buildings or the safety of the occupants and to reduce replacement costs to the Government. The East & West Wings are also working museums that accommodate many tourists throughout the year and it is important to many a certain level of quality and décor in these spaces for the American public.

### **1.2.**

### **PROJECT SUMMARY DESCRIPTION**

To correct the condition of the interior floor surfaces by providing carpet cleaning services to all existing carpeted floor surfaces in various assigned rooms in the East and West Wings of the White House as needed and selected by GSA building management officials. Carpet cleaning includes shampooing, extracting, and spot cleaning various spots and stains as identified by GSA building management officials and the onsite contract worker at the time of cleaning. Cleaning also includes miscellaneous furniture cleaning not to exceed two assignments per month. Cleaning includes both indoor and outdoor walk-on mats that are laid down and to rotate mats to implement more thorough cleaning at the contractor's warehouse and to rotate mat as needed, inspected, or as designated by GSA building management officials. Cleaning work also includes cutting frays in the carpet as needed and selected by GSA building management officials.

The project is not a change in use of space.

The project is not due to a change in occupancy.

### **1.3.**

### **PROJECT DELIVERY TYPE**

The project is a Construction Only Services delivery type.

### **1.4.**

### **PROJECT GOALS**

- Be prepared to complete special requests by tenant occupants on an as needed basis (liquid and food spills, occupant office moves, etc.)
- Be prepared to complete bi-weekly nightly cleaning lists as prepared by GSA building management officials and to provide report upon work being completed
- Be prepared to complete 100% of carpeted and matted square footage of the East & West Wings every year

### **1.5.**

### **PROJECT OBJECTIVES**

To be considered successful, the Work must achieve the following objectives:

- To correct the condition of the interior carpeted floor surfaces by providing carpet cleaning services to all existing carpet surfaces in various assigned rooms in the East and West Wings of the White House as needed and selected by GSA building management officials. Cleaning also includes miscellaneous furniture cleaning not to exceed two assignments per month and includes cutting frays in the carpet as needed and selected by GSA building management officials.

- To correct the condition of the interior floor surfaces and exterior walk-way surfaces by providing cleaning to both indoor and outdoor walk-on mats that are laid down and to rotate mats to implement more thorough cleaning at the contractor's warehouse and to rotate mat as needed, inspected, or as designated by GSA building management officials.

**1.6.**

**PROJECT BUDGET**

Not applicable for Construction Services delivery type. See solicitation for estimated cost of project.

**1.7.**

**PROJECT SCHEDULE**

The overall Period of Performance shall be 1,825 calendar days from Notice To Proceed to Substantial Completion, based on the following:

- Construction Services

Ultimate Contract Completion shall be 28 calendar days after Substantial Completion

**1.8.**

**CONTRACT TYPE**

The Government contemplates the award of a firm-fixed price contract to the successful offeror. The prices shall include, but shall not be limited to the following:

- Contract Management
- Construction Services including Materials, Labor, and Supervision
- Professional Inspection and Testing Services

**2. SCOPE OF WORK**

The Contractor shall perform all services described in this Scope of Services (including services required under exercised options, if any) in accordance with applicable requirements and provisions set forth in this Statement of Work.

**2.1.**

**PROJECT REQUIREMENTS**

**2.1.1.**

**Base Bid**

The Contractor shall provide all labor, certain materials, equipment, and supervision as necessary to correct the condition of the interior carpeted floor surfaces by providing carpet cleaning services to all existing carpeted floor surfaces in various assigned rooms in the East and West Wings of the White House as needed and selected by GSA building management officials. Cleaning includes shampooing, extracting, and spot cleaning various spots and stains as identified by GSA building management officials and the onsite contract worker at the time of cleaning. Cleaning also includes miscellaneous furniture cleaning not to exceed two assignments per month. Cleaning includes both indoor and outdoor walk-on mats that are laid down and to rotate mats to implement more thorough cleaning at the contractor's warehouse and to rotate mat as needed, inspected, or as designated by GSA building management officials. Cleaning work also includes cutting frays in the carpet as needed and selected by GSA building management officials. All materials being used shall be completely fabricated of new materials suitable for this particular application. Base Year FY-2021. Work is to include:

Carpet Cleaning:

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Provide carpet cleaning services in the East and West Wings of the White House for all areas as indicated by GSA building management officials on a regular basis at two (2) days per week not to exceed 30 hours per week for the a period of performance of the contract.

Spot clean all areas as indicated by building management officials.

Clean walk-off mats at all entrances.

Be prepared to clean an average of 15,000 square feet of carpet per visit on a rotational basis so that all areas are covered for cleaning purposes over a regular rotational cycle within the month.

Extract carpet as needed or directed by GSA building management officials.

Provide emergency cleaning service within two (2) hours' notice and walk-on mat as needed or when notified by GSA building management officials.

Clean carpet in elevators as needed.

Cut frays in carpet upon request from building management officials.

Clean all indoor and outdoor walk-on mats.

Keep walk-off areas free from ice melt and other inclement weather.

Complete special requests by tenant occupants on an as needed basis (liquid and food spills, occupant office moves, etc.).

Provide furniture upholstery cleaning services as needed or directed by GSA building management officials.

Accept lists of cleaning items and frays in carpet to be trimmed or cut on a bi-weekly basis for action. Provide a "results" report of action taken by next the workday.

This is a "no trace" project. Dispose of all trash and debris at the end of each work period. Remove all trace of materials and tools at the end of each work period.

### **2.1.2.**

**Option 01:** Option Year One FY-2022

Same as 2.1.1. Base Bid section.

### **2.1.3.**

**Option 02:** Option Year Two FY-2023

Same as 2.1.1. Base Bid section.

### **2.1.4.**

**Option 03:** Option Year Three FY-2024

Same as 2.1.1. Base Bid section.

### **2.1.5.**

**Option 04:** Option Year Four FY-2025

Same as 2.1.1. Base Bid section.

## **2.2.**

## **PROJECT SITE REQUIREMENTS**

### **2.2.1.**

### **Work Restrictions**

The Contractor shall survey the entire worksite and review existing documentation to be familiar with the existing conditions. This includes all areas of the building, structure, and site affected by the removal and demolition work, alterations and new construction work prior to initiation of construction.

During the construction period, the Contractor shall have full use of the designated premises for construction operations, including full use of the indicated work site, limited only by the Government's right to perform work or retain other contractors to perform work on portions of the project. The Contractor shall limit the use of the premises to the work areas indicated, and to allow for Government occupancy and public use.

The building is to remain fully operational throughout the entirety of the project, with no disruption to tenant operations. If a disruption to tenant operations is suspected the Contractor shall notify the GSA Building Manager or the Contracting Officer's Representative to coordinate actions to be taken. All work areas must be cleaned at the end of every work day.

The work shall be sequenced to minimize disruption to building occupants, visitors, and maintenance activities. To the greatest extent feasible, demolition work should not take place until supplies are on hand to perform new work.

The Contractor shall coordinate all work activities with the GSA Building Manager or the Contracting Officer's Representative to ensure that proper security and access arrangements are made without impact on the construction schedule.

**2.2.2.****Working Hours****2.2.2.1.****Government Occupied Hours**

Government personnel are scheduled to occupy the building during the following hours on weekdays, Monday through Friday, except for established Government Holidays, 6:00 AM to 6:00 PM. In addition, various Government personnel also occupy various buildings on the complex during non-business hours on weekdays, weekends, and Government holidays.

**2.2.2.2.****Contractor's Working Hours**

Most work is required to be performed outside of Government Occupied Hours.

The following work shall be performed outside of Government Occupied Hours:

- Noisy and/or odor-producing work that may disrupt tenant operations in adjacent spaces.
- Any work that is pre-approved and found necessary to be conducted outside of Government Occupied Hours.

Work accomplished outside of Government Occupied Hours may be performed at an additional cost to the Government as negotiated in advance with the GSA Contracting Officer. The D/B Contractor shall submit a proposed schedule and gain the Contracting Officer's, GSA Building Manager or the Contracting Officer's Representative approval at least one week before proceeding with any work during Government Unoccupied Hours.

**2.2.3.****Loading Dock**

Use of the existing loading dock facilities will be shared with Government activities on a first-come-first-served, wait-your-turn basis. The loading dock is available for the delivery of materials, tools, and supplies between the hours of 8:00 AM to 4:00 PM. Loading dock activities must be coordinated with the GSA Building Manager GSA Building Manager or the Contracting Officer's Representative

a minimum of one week in advance. Requests to use the loading outside these hours should be made with the GSA Building Manager or the Contracting Officer's Representative a minimum of one week in advance.

**2.2.4.****Parking**

Limited parking is available on site. Parking spots will be made available for the Contractor's use as approved by the GSA Building Manager or the Contracting Officer's Representative and coordinated with these officials a minimum of one week in advance.

If no parking is available on site. The Contractor shall make their own arrangements for parking off site.

**2.2.5.****Staging and Storage**

The Contractor may be provided a staging area within the building, contingent upon GSA approval and provided that its use will not interfere with operations of the Government. No GSA employees will assist with unloading/loading of vehicles(s). The contractor shall provide all personnel and equipment needed for unloading, moving, and assembling the materials.

**2.2.6.****Dumpster**

Limited space is available on site for a dumpster. If no space is available for the dumpster on site, material is expected to be hauled off at the end of each work shift. Use of existing building dumpsters and trash bins is strictly prohibited.

**2.2.7.****Restrooms**

Public toilet facilities are available for use. Restroom must be designated by the GSA Building Manager.

**2.2.8.****Freight Elevator**

A freight elevator could be available for use at the project site.

**2.2.9.****Existing Conditions**

All Government property or systems displaced, altered, or damaged during the performance of this contract other than stated in this Scope of Work must be restored to its original condition at no cost to the Government. These repairs, if needed, must be executed immediately when notified by the contracting authority that such repairs are required due to actions by the contractor or his/her subcontractors.

**2.2.10.****Electrical Circuits Updates**

Not applicable.

**2.3.****STANDARDS AND CRITERIA DOCUMENTS**

Contractor shall ensure that all work performed and materials used under this scope of work are in accordance with the guidelines, codes and specifications of the following associations and agencies. Any conflicts or ambiguities within or among the referenced Standards and Criteria Documents, or any deviations from requirements contained in the Standards and Criteria Documents, must be reported to the GSA in writing, for determination as to applicability.

**2.3.1.****GSA Requirements**



- PBS P100, Facilities Standards for the Public Buildings Service, including all applicable Standards, Criteria and Guides listed therein, 2018
- PBS P100 Addendum, 2019
- PBS P120, Public Buildings Service Cost and Schedule Management Policy Requirements
- Architectural Barriers Act Accessibility Standard (ABAAS)
- PBS Order 3490.2, “Document Security for Sensitive but Unclassified Building Information.”
- PBS CAD Standards
- PBS Building Commissioning Guide
- Guidance for Electric Metering in Federal Buildings
- IAQ Guidelines for Occupied Buildings under Construction
- Occupational Safety and Health regulations for construction and general industry; 29 CFR Parts 1926 and 1910
- Section 01546 – Safety and Health Specification
- International Building Code (IBC)
- International Fire Code (IFC)
- National Fire Protection Association (NFPA) National Fire Codes and Standards
- Egress issues shall meet NFPA 101 (Life Safety Code)
- OFM COBie Playbook
- GSA Spec 013600 - COBie performance
  
- National Historic Preservation Act of 1966, as amended, and its implementing regulations (36 CFR 800)
- Building Preservation Plan (HBPP or BPP) or Historic Structure Report (HSR)
- Secretary of the Interior’s Standards for the Treatment of Historic Properties (36 CFR 68)
- ADM 1022.3: GSA Procedures for Historic Properties
- GSA NCR Preservation Notebook Series and the National Park Service Preservation Briefs and Tech Notes [Found in the GSA NCR Technical Resources Library]
- GSA Strategic Sustainability Performance Plan
- The Guiding Principles for Sustainable Federal Buildings New Construction and Major Renovations -OR- Existing Buildings (whichever applies)
- GSA Fine Art Collection Policies & Procedures
- GSA Stormwater Management Submission
- GSA PBS 1000.1 Asbestos Policy
- 40 CFR 61 National Emission Standards for Hazardous Air Pollutants
- 40 CFR 763 Asbestos
- 49 CFR 107 Hazardous Materials Program Procedures
- 49 CFR 172 Hazardous Materials Table, Special Provisions, Hazardous Materials Communications, Emergency Response Information, and Training Requirements
- Section 02085 - Asbestos Abatement Procedures
- Section 02085R - Asbestos Abatement Roofing Removal Procedures
- Section 02087 - Avian Excreta
- Section 02089 - Control of Polychlorinated Biphenyl Specification
- Section 02090 - Control of Lead Based Paint Specification

**2.3.2.**

**Customer Requirements**

- ICD 705, v 1.4 - Technical Specifications for Construction and Management of Sensitive Compartmented Information Facilities

**2.3.3.**

**Stakeholder Requirements**

Not applicable.

**2.4.**

**CUTTING & PATCHING REQUIREMENTS**

Not applicable.

**2.4.1.**

**Structural Systems**

Not applicable.

**2.4.2.**

**Operational Systems**

Not applicable.

**2.4.3.**

**Visual / Finishes**

Not applicable.

**2.5.**

**NATIONAL HISTORIC PRESERVATION ACT (NHPA) REQUIREMENTS**

Not applicable.

**2.6.**

**NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REQUIREMENTS**

Pursuant to paragraph 5.3 of the PBS NEPA Desk Guide (Oct 1999), this action is covered by Auto CATEX Category (n): "Facility maintenance, custodial, and groundskeeping activities not involving environmentally sensitive areas (such as eroded areas, wetlands, cultural sites, etc.), including window washing, lawn mowing, trash collecting, and snow removal."

**2.7.**

**NATIONAL CAPITAL PLANNING COMMISSION REQUIREMENTS**

Not applicable.

**2.8.**

**U.S. COMMISSION OF FINE ARTS REQUIREMENTS**

Not applicable.

**2.9.**

**FINE ARTS REQUIREMENTS**

It is not anticipated that Fine Arts will be disturbed during work activities.

**2.10.**

**ACCESSIBILITY REQUIREMENTS**

Not applicable.

**2.11.**

**SAFETY REQUIREMENTS**

All contractor(s) shall comply with the safety guidelines and requirements contained in NCR's Section 01546 – Safety and Health specification.

**2.12.**

**FIRE PROTECTION AND LIFE SAFETY REQUIREMENTS**

GSA's Fire Protection Engineers are the authority having jurisdiction (AHJ) for all GSA owned facilities.

**2.12.1.**

**Egress/Life Safety**

Not applicable.

**2.12.2.**

**Fire Protection Systems**

Not applicable.

**2.12.3.**

**Fire Alarm Systems**

Not applicable.

**2.12.4.**

**Fire and Life Safety System Testing and Acceptance**

Not applicable.

**2.13.**

**ENVIRONMENTAL REQUIREMENTS**

Not applicable.

**2.14.**

**HAZARDOUS MATERIAL REQUIREMENTS**

All work, including contact with and handling of hazardous materials, the disturbance or dismantling of structures containing hazardous materials, and/or the transport and disposal of hazardous materials shall comply with the applicable requirements of 29 CFR 1910/1926, and 40 CFR 761/260-271

**2.14.1.**

**General**

All work areas should be inspected and tested prior to starting work. If material suspected to be ACMs or LBPs are encountered, the material shall be sampled for bulk asbestos and/or lead paint chips.

**2.14.2.**

**Asbestos Containing Material**

It is not anticipated that Asbestos Containing Material will be encountered during work activities.

**2.14.3.**

**Lead Based Paint**

It is not anticipated that Lead-Based Paint (LBP) will be encountered during work activities.

**2.14.4.**

**Polychlorinated Biphenyl**

It is not anticipated that Polychlorinated Biphenyl (PCB) will be encountered during work activities.

**2.14.5.**

**Radon**

It is not anticipated that Radon gases will be encountered during work activities.

**2.14.6.**

**Mercury**

It is not anticipated that mercury will be encountered during work activities.

**2.14.7.**

**Universal / Hazardous Waste**

It is not anticipated that universal / hazardous waste will be encountered during work activities.

**2.14.8.**

**Exit Signs Requiring Special Disposal**

Not applicable.

**2.14.9.**

**Presence of Hazardous Materials**

If any of the pre-alteration assessments determines that a hazardous material is present, the Contractor shall follow the requirements above.

**2.14.10.**

**Hazardous Materials Cost Tracking**

Not applicable.

**2.15.**

**SUSTAINABILITY REQUIREMENTS**

**2.15.1.**

**Green Purchasing**

All products and services purchased by GSA must meet strict sustainability requirements including, but not limited to, non-toxic, low VOC, recycled content, energy efficient, and water conserving. Where products that are labelled FEMP-approved, DesignLights Consortium® (DLC) Premium Certification (or Standard DLC rating if Premium is not available), Energy Star, EPA Safer Choice, or WaterSense exist and are applicable for this project, they must be used.

Note that coal tar sealant may not be used. Sealcoat (two applications at a rate of 0.11 – 0.13 gallon/yd<sup>2</sup>) with a Coal Tar Pitch Emulsion (CTPE) sealer that meets or exceeds RP 355e and ASTM D5727 specifications and standards may be used (strive for 30% asphalt content). Include CTPE sealer specifications.

**2.15.2.**

**Key Sustainable Products**

Not applicable.

**2.15.3.**

**Proof of Compliance**

The Contractor must, at all times during the performance of this contract, maintain a cut sheet or other documentation of compliance with product purchasing activities as stated within this specification. The Contractor shall provide copies upon request of such documentation to the Contracting Officer or their designee as required or upon request.

**2.15.4.**

**Construction and Demolition Debris**

Practice efficient waste management in the use of materials in the course of the work and use all reasonable means to divert construction and demolition waste from landfills and incinerators. The contractor shall provide enough containers for collecting construction debris and construction materials to be recycled. Unless state or local regulations require a higher percentage, this project is required to achieve minimum end-of-project rates for diversion of 50% by weight of total non-hazardous solid waste generated by the work (unless additional rates are indicated elsewhere in this Scope). While GSA's minimum waste diversion requirement is 50%, the agency has a higher goal of 70% waste diversion for this project if required by specific regional targets. At the beginning of the project, the contractor/vendor is required upon request to submit a waste management plan with monthly update reports on progress to the GSA project manager, as well as a final report documenting the total tons recycled, total tons reused, and total tons landfilled.

Waste reports and associated documentation must be submitted with each invoice if requested.

**2.15.5.**

**Refrigerants**

Not applicable.

**2.16.**

**ENERGY AND WATER EFFICIENCY REQUIREMENTS**

Not applicable.

**2.16.1.**

**Life Cycle Cost Analysis**

Not applicable.

**2.16.2.**

**Plumbing Fixtures**

Not applicable.

**2.16.3.**

**Lighting Fixtures**

Not applicable.

**2.16.4.**

**Energy Rebates**

Not applicable.

**2.16.5.**

**Cooling Tower Replacement**

Not applicable.

**2.16.6.**

**Transformer Replacement**

Not applicable.

**2.16.7.**

**Roof Replacement**

Not applicable.

**2.16.8.**

**Pump and Motor Replacement/Upgrade**

Not applicable.

**2.16.9.**

**Insulation**

Not applicable.

**2.17.**

**BUILDING AUTOMATION SYSTEM & CONTROLS**

Not applicable.

**2.18.**

**COMMISSIONING**

**2.18.1.**

**Commissioning Agent**

Not applicable.

**2.18.2.**

**Building Enclosure Commissioning**

Not applicable.

**2.18.3.**

**HVAC Energy / Metering**

Not applicable.

**2.18.4.**

**Electrical Metering / Monitoring**

Not applicable.

**2.18.5.**

**Lighting**

Not applicable.

**2.18.6.**

**Acoustics**

Not applicable.

**2.19.**

**SITework AND STORMWATER REQUIREMENTS**

**2.19.1.**

**Stormwater Management Regulatory Requirements**

Not applicable.

**2.19.2.**

**Erosion and Sediment Control Regulatory Requirements**

Not applicable.

**2.19.3.**

**Stormwater Pollution Prevention Plan Regulatory Requirements**

Not applicable.

**2.19.4.**

**Regulatory Inspections**

Not applicable.

**2.19.5.**

**Commissioning**

Not applicable.

**2.19.6.**

**Training**

Not applicable.

**2.19.7.**

**As-Built Drawings**

Not applicable.

**2.19.8.**

**Documentation Transfer**

Not applicable.

**2.20.**

**BUILDING TECHNOLOGY SERVICES**

Not applicable.

**2.21.**

**MANUFACTURER REQUIREMENTS**

The Contractor shall follow all manufacturers' instructions and best accepted trade practices during performance of this work.

**2.22.**

**BUILDING INFORMATION MODELING (BIM)**

Not applicable.

**2.23.**

**ENERGY MODELING AND PERFORMANCE**

Not applicable.

**2.24.**

**COBie**

Not applicable.

**3. DESIGN STAGE**

No services needed.

**4. CONSTRUCTION STAGE**

This section details the professional services and submittals required to support the construction stage of the project.

**4.1.**

**GENERAL**

The Contractor shall provide all the necessary labor, materials, supervision, management, quality control plan, and testing to produce work conforming to the contract documents .

**4.2.**

**PERMITTING**

Not applicable.

**4.2.1.**

**Permit for Welding, Cutting, or Brazing**

Not applicable.

**4.2.2.**

**Utility Locating Services**

Not applicable.

**4.2.3.**

**Utility Outage**

Not applicable.

**4.2.4.**

**Fire Watch**

Not applicable.

**4.3.**

**CONSTRUCTION SCHEDULE**

Not applicable.

**4.4.**

**CONSTRUCTION PROGRESS REPORTS**

Not applicable.

**4.5.**

**PRODUCT DATA SUBMISSIONS**

Upon request by GSA Building Management Officials the Contractor shall submit product data for all material to be used for this project. All submissions shall be made to the Contracting Officer's Representative (COR).

The government shall be apprised of all modifications and each solution shall be submitted for approval within three days of change.

**4.5.1.**

**Early Review**

Not applicable.

**4.5.2.**

**Government Review**

Government rejection of submittals does not relieve the Contractor from responsibility of meeting the period of performance.

**4.5.3.**

**Changes**

Should product data changes take place after Government review and approval, the Contractor shall submit the altered material within three days of the change.

**4.5.4.**

**Products for Submission**

The Contractor shall provide product data for all materials referenced within the Contract Documents.

**4.6.**

**SCHEDULE OF INSPECTIONS AND TESTS**

Not applicable.

**4.7.**

**CONSTRUCTION INSPECTIONS**

Not applicable.

**4.8.**

**SPECIAL INSPECTIONS**

Not applicable.

**4.9.**

**COMMISSIONING**

Not applicable.

**4.10.**

**QUALITY CONTROL PLAN**

Not applicable.

**4.10.1.**

**Submissions**

Not applicable.

**4.10.2.**

**Content**

Not applicable.

**4.10.3.**

**Workmanship Standards**

Initiate and maintain procedures to ensure personnel performing the work are skilled and knowledgeable in the methods and craftsmanship needed to produce the required levels of



workmanship. Remove and replace work that does not comply with workmanship specified and standards recognized in the construction industry for the applications indicated. Remove and replace work damaged or deteriorated by faulty workmanship or replacement of other work.

**4.10.4.****Manufacturer's Instructions**

Where installations include manufactured products, comply with manufacturer's applicable installation instructions and recommendations to the extent that those instructions and recommendations are more explicit or stringent than requirements contained in the Contract Documents.

**4.10.5.****Specialists**

Where the individual sections of the specifications require specialists to perform the work, comply with the requirements specified. The assignment of a specialist shall not relieve the Contractor from complying with applicable regulations, union jurisdictional settlements or similar conventions, and the final responsibility for fulfillment of the entire requirements remains with the Contractor.

**4.10.6.****Minimum Quality and Quantity**

The quality level or quantity shown or specified shall be the minimum required for the work. Except as otherwise indicated, the actual work shall comply exactly with that minimum or may be superior to that minimum within limits acceptable to GSA. Specified numeric values are either minimums or maximums as indicated or as appropriate for the context of the requirements.

**4.10.7. Availability of Tradespersons and Manufacturer's Field Services Representatives**

Periodically review availability of tradespersons, qualified manufacturers' representatives required in the specifications, and projected needs to accomplish work as scheduled. Require each entity employing personnel to report on events which might affect progress of work. Where possible, consider alternatives and take actions to avoid disputes and delays.

**4.10.8.****Inspection / Testing**

Not applicable.

**4.10.9.****Test Parameters**

Not applicable.

**4.10.10.****Test Report**

Not applicable.

**4.10.11.****Coordination with others**

Not applicable.

**4.10.12.****Format**

Not applicable.

**4.11. CONSTRUCTION INDOOR AIR QUALITY (IAQ) MANAGEMENT**

Chapter 3 of the referenced "IAQ Guidelines for Occupied Buildings under Construction" outlines IAQ measures in five categories as listed below. If requested by GSA Building Management

Officials, the Construction IAQ Management Plan shall be organized in accordance with the SMACNA format, and shall address measures to be implemented by the Contractor and/or its subcontractors in each of the five categories, including subsections. All Subsections shall be listed in the Plan; items that are not applicable for this project should be listed as such by the contractor.

- HVAC Protection
  - Return Side
  - Central Filtration
  - Supply Side
  - Duct Cleaning
- Source Control
  - Product Substitution
  - Modifying Equipment Operation
  - Changing Work Practices
  - Local Exhaust
  - Air Cleaning
  - Cover or Seal
- Pathway Interruption
  - Depressurize Work Area
  - Pressurize Occupied Space
  - Erect Barriers to Contain Construction Areas
  - Relocate Pollutant Sources
  - Temporarily Seal the Building
- Housekeeping
  - Routine Jobsite Cleaning
  - Protection of Stored Materials
  - Protection of Materials During and After Installation
- Scheduling
  - Airing-Out of New Materials
  - Sequencing of Finish Applications
  - Proper Curing of Concrete before Covering
  - Installation During Unoccupied Periods
  - Avoidance of Building Occupancy While Pollutants Are Present

**4.11.1.****Protection of Materials from Moisture Damage**

As part of the Housekeeping section of the Construction IAQ Management Plan, measures to prevent installed materials or material stored on-site from moisture damage shall be described. This section should also describe measures to be taken if moisture damage does occur to absorptive materials during the course of construction.

**4.11.2.****Installation and Replacement of Filtration Media**

Not applicable.

**4.11.3.****Sequence of Finish Installation for Materials**

Not applicable.

**4.12.****SAFETY PLAN**

If requested by GSA Building Management Officials, the Contractor shall develop, provide, and maintain a Safety Plan based upon OSHA Safety Plan Requirements. The Safety Plan shall be prepared and submitted within 14 calendar days of NTP. Construction shall not begin until the Safety Plan is approved.

**4.13.**

**COORDINATION OF WORK**

The Contractor shall coordinate the work of this contract with that of other contractors in the building at the same time.

**4.14.**

**REQUESTS FOR INFORMATION**

Each RFI must include a specific description of the issue requiring clarification, citing the specific related contract documents requiring clarification. RFI's should only be submitted after performing due diligence to confirm that the contract requirements in question are in fact unclear or otherwise inadequate.

Upon receipt of the response to each RFI submitted, coordinate the response with all involved subcontractors to ensure understanding and appropriate action.

**4.15.**

**MODIFICATIONS / CHANGE ORDERS**

A Change Order will only be approved if GSA agrees that additional work to be performed by the Contractor as a result of resolution of an RFI is beyond the original scope of work.

**5. CONTRACT ADMINISTRATION**

**5.1.**

**CONTRACTOR'S STAFF**

**5.1.1.**

**Personnel Qualifications**

The Contractor shall exclusively utilize the Key Personnel named and/or otherwise identified in the Contractor's bid submission materials to perform services required under this contract. In the event that any personnel named in the Contractor's Technical Qualifications Statement are unable to perform their duties due to death, illness, resignation from the Contractor's employment, the Contracting Officer's request for removal, or similar reasons, the Contractor shall, within five working days, submit to the Contracting Officer's Representative, in writing, the name and qualifications of proposed replacement with equal or superior qualifications. No substitution shall be made without prior approval of the COR. Any approved substitutions shall be made at no increase in the lump sum contract price.

**5.1.2.**

**Acceptance**

The Contracting Officer's Representative (COR) shall accept or reject personnel proposed by the Contractor. The Contractor shall make a timely and prompt re-submittal to provide other personnel required to replace any that are rejected by the COR, both at initial submittal or any subsequent rejection or substitution of personnel.

**5.1.3.**

**Personnel Security Requirements**

Comply with Security Clearances section of The Agreement and GSAR 552.204-9 Personal Identity Verification Requirements.

Any individual whose Initial Fitness Determination requires that the applicant wait for Final Fitness Determination will have their application cancelled immediately. A replacement must be promptly provided by the Contractor.

All personnel in this contract must comply with all building security provisions and facility access requirements beyond HSPD-12.

No extensions for schedule will be given for failure to get personnel credentialed in a timely manner.

**5.1.4.**

**Escorting**

All Contractor personnel shall be 'escorted' at all times in compliance with the HSPD-12 escorting requirements.

**5.1.5.**

**Building Systems Shutdown**

Not applicable.

**5.1.6.**

**Permits and Responsibilities**

Per FAR 52.236-7 Permits and Responsibilities, the Contractor shall, without additional expense to the Government, be responsible for obtaining any necessary licenses and permits, and for complying with any Federal, State, and municipal laws, codes, and regulations applicable to the performance of the work. The Contractor shall also be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire work, except for any completed unit of work which may have been accepted under the contract.

**5.1.7.**

**Personnel Activities and Behavior**

No alcoholic beverages or illegal substances, abusive or profane language, or other disruptive or illegal activities will be tolerated. No weapons of any kind are allowed on the premises.

**5.2.**

**MEETINGS**

Not applicable.

**5.2.1.**

**Design Review Meetings**

Not applicable.

**5.2.2.**

**Construction Kickoff Meeting**

Not applicable.

**5.2.3.**

**Construction Progress Meetings**

If applicable after Contract begins, the Contractor shall attend with a GSA representative will attend biweekly progress meetings in-person. Field inspections by the GSA Project Manager will generally coincide with these progress meetings.

**5.3.**

**COMMUNICATION**

The Contractor shall reply to correspondence from the GSA, outside agencies, GSA contractors and Construction subcontractors within 3 calendar days.

**5.4.**

**PROJECT CLOSEOUT**

**5.4.1.**

**Final Inspection and Test**

Not applicable.

**5.4.2.**

**As-Built Drawings**

Not applicable.

**5.4.3.**

**Specification Manual**

Not applicable.

**5.4.4.**

**Product Data and Shop Drawing Manuals**

The Contractor shall combine all product data submission material into hard copy manuals for reference during construction if requested by GSA Building Management Officials. The Contractor shall provide 2 copies containing all approved product data submissions.

**5.4.5.**

**Design Calculation Manual**

Not applicable.

**5.4.6.**

**Operation and Maintenance Manual**

Not applicable.

**5.4.7.**

**Maintenance Training**

Not applicable.

**5.4.8.**

**Warranties**

Not applicable.

**5.4.9.**

**Attic Stock**

Not applicable. .

**5.5.**

**SCHEDULE OF VALUES**

Not applicable.

**5.5.1.**

**Modifications**

Not applicable.

**5.5.2.**

**Options**

Not applicable.

**5.6.**

**FEE & PAYMENT**

The construction shall be paid per the progress of work according to contract documents, submitted on a monthly interval.

## Construction Services Statement of Work, v5

*EWWW Carpet Cleaning Services BASE Plus Four Option Years, East & West Wings, DC0037ZZ & DC0017ZZ*

Prior to final payment under this Work Order, the Contractor shall furnish the Government with a release of all claims against the Government under the applicable portions of this contract.

**5.7.**

### **GOVERNMENT FURNISHED PROPERTY**

There is no government furnished property for this contract.

## **6. ATTACHMENTS**

Not applicable

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**X**

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Brian Paukert  
GSA Construction Representative